

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 11, 2016**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, Lloyd Lirio, Maureen O'Connor Lyons, LeeAnn Manke, Pam Raynock, Diane Stamm

BOARD MEMBERS ABSENT

Chris Bieszczad, Patty Foley, Kris Nasinnyk, Neil Ryan, Ellen Vessella

STAFF

Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Library Director

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini

FRIENDS

Terri Buganski

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:04 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel commented that the Town Council has finalized the budget which is essentially a 0% budget with a 35.75 mill rate. The Town's budget is \$83,117,156.

Iris thanked everyone on the Board who took the time to come and speak at the Town Council meetings and shamed those who didn't. She also thanked David Nagel for all he did in support of the Library.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy reported that she wrote a personal letter to the family of Cecile Deschler (sp?) and thanked the family for how involved Cecile was with the Library.

IV. APPROVAL OF MINUTES

Diane indicated she had a change under the Treasurer's report where it reads "The Treasurer is an elected position, therefore the Board will discuss this further. According to the ByLaws, a corporate member should be Treasurer" and it should read "The Treasurer must be a corporate member."

Maureen indicated she had a clarification under the Facility and Site report where it reads “There is a possibility of hiring a consultant, but if the grant is available, then an architectural plan needs to take place” and it should read “There is a possibility of hiring a consultant whose job would be to assess the feasibility study, and if a grant is available, then the consultant’s job would be to make sure an architectural plan is in place.”

MOTION: Anna Eddy made a motion to accept the minutes of March 14, 2016 as amended, Pam Raynock seconded the motion, and the motion to accept the minutes of March 14, 2016 as amended was approved with a 10-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of April which includes the 5K Race, and a reminder that all Board members are expected to attend the 5K Race meetings. The Board was also reminded to make a \$100 Trustee contribution for the 5K Race. Other items on the calendar include the volunteer appreciation breakfast, National Library Week April 10-18, Nominating Committee prepare the nomination forms, the director’s evaluation form, the investment committee’s quarterly reports, and the Hanel Concert.

Anna suggested that the Hanel Concert be part of the May Board Agenda. The Hanel Concert with Acoustic Avalon, a jazz group from Colorado, is scheduled for September 18th.

VI. TREASURER'S REPORT

Dianne reported that she and LeeAnn are “acting treasurers” and are keeping up with paying bills. If any corporate member of the Board of Trustees is interested in serving in this position next year on a full time basis, please let Diane or Lisa know.

VII. LIBRARY DIRECTOR’S REPORT

Lisa was not in attendance. Karen reported that Lisa is attending the Public Library Association Conference. As reported, the Library’s budget has been finalized with a 3.3% decrease which is \$59,000. The areas affected were Sunday hours, additional substitute hours, and the materials budget. Monitors were restored. The Library is running a program with other Connecticut libraries: Passport to Connecticut Libraries – this is a passport to be stamped at any library that a patron visits and a drawing will be held at the end of the program for a prize. National Library Week is this week and there are many programs throughout the week, including one tonight on Made In Connecticut- Cowpots. There will also be a teen crafting program, career search, and children’s Legos. A BINGO game is also taking place where patrons can complete the BINGO card to win a prize. There is a separate BINGO game for staff. The statewide delivery service has started up again, but is still a work in progress.

VIII. ASSISTANT LIBRARY DIRECTOR’S REPORT

Karen included her report with above.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri reported that the Book Sale is April 29th, 30th, and May 1st, and if anyone is interested in volunteering please contact Dori Wormer. The Chamber’s Showcase is April 30th. A flyer will be created to inform people of both events. On Sunday, May 1st after 3:00 PM at the Book Sale, people can come

take leftover books, but not DVDs or CDs. Nonprofits are being contacted to participate in the Sunday Book Sale. The Flower Power fundraiser continues through April 15th. At the Friends April 13th meeting the slate of officers will be announced for next year.

2. Board Liaison Report

Ellen was not in attendance and it was believed that she attended the last Friends' meeting. Judy will attend on April 13th.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Procedure for Annual Meeting

Kris was not in attendance. Diane distributed a document detailing the procedure for the Annual Meeting; this document will be included in the handbook.

2. Disseminate Library Director's Evaluation

Diane distributed the Library Director's Evaluation and indicated that the numbering has been changed, therefore the Board should review the document carefully. She asked that the Board complete this evaluation and return it to her prior to the May Board meeting.

The Board commented that Kris and the PEP Committee have worked very hard and should be commended for all that they have done.

B. Investment Committee

Neil was not in attendance. Diane reported that Neil has scheduled a meeting of the Investment Committee for April 27th. The Everbank account has been closed and transferred to Santander.

C. House Committee

Lloyd reported that he has been playing email tag with Lynn so they can schedule a time to meet to discuss the internal updates.

D. Facility and Site

1. Report on Library Renovation Committee April 5 meeting

Maureen reported that the Town Hall Renovation Expansion Committee met on April 5th and the Board should have received the minutes from this meeting. She, and LeeAnn, both commented what a great committee this is. Steve Silvia has resigned from this committee, therefore they are looking for another member. Two consultants will be approached for a proposal; since the proposal is for under \$30,000 it does not have to go through the RFP process. Maureen also commented that Laurel Goodgian is fantastic and has a lot of knowledge.

E. Fund Development/Legacy Society

1. Legacy Presentation

Anna showed the Board the PowerPoint presentation that she and Eric Rothauser created approximately 10 years ago. There were two presentations created; one for the general public, and one for businesses. The presentation reviewed the history of the Library, showed comparisons over the years; for example, in 2006 the Library's budget was \$1.8 Million, and today it is \$1.7 Million. This presentation has a solid foundation with statistics that need to be updated. Iris stated that this presentation should be streaming in the background at any Library function. Information on ways to donate can be found on the website, along with handouts. There was discussion on how to raise funds for building an expansion. Dennis suggested selling the naming rights to rooms or hallways. Maureen suggested selling bricks for a walkway. Diane stated that the presentation needs to be made tighter and updated. It was also suggested having this presentation be aired by NCTV.

F. Budget

Patty was not in attendance. Thanks were again expressed to the Board for attending the Town Council meeting and for all the letters that were written. Diane was impressed with all the people who did speak, especially younger Town residents, and how eloquent they were.

G. Technology

Paul had no report.

H. Nominating Committee

Maureen reported that she will be emailing everyone the forms which includes the nomination form that describes each committee. She asked the Board to indicate what committee they would like to serve on, and if they would like to chair a committee. These forms need to be in by the May meeting. There was a question on the Finance Committee and will it be an Ad Hoc Committee as the PEP Committee has been discussing lately. Maureen asked that if any Board member would like to serve on the Finance Committee or be the chair of this committee, to please let her know.

I. Communications Committee

Judy said a recent letter that she wrote appeared in one publication, and she will forward it to the other newspapers to see if they would publish it. Iris stated that she hasn't written anything lately. There has been so much attention on the budget, that these letters have been put on the back burner for the last month.

XI. OLD BUSINESS

1. Race Committee 2016

The 5K Race Committee met this evening, and will meet again at the May meeting at 6:15. Diane asked that Board members attend this meeting so that assignments may be made for Race Day responsibilities. The 5K Race is scheduled for Sunday, May 15th and it is the 20th year of the race.

The Hanel Concert will be added to the agenda under Old Business for the May meeting.

XII. NEW BUSINESS

Pam stated that there will be a public hearing on May 3rd at 7:00 PM regarding the hiring of the Town Manager. David Nagel also reported that there will be a session at the Senior and Disabled Center on

May 18th at 11:00 AM. Maureen Klett, David Nagel, and Carol Anest serve on the search committee for the town manager.

Lloyd stated that he was recently in Maui and went to visit the local library. He said that the Friends of this library have a storefront in a shopping area. He took some pictures that he will share with the Board.

LeeAnn reiterated comments made at previous meetings that the Treasurer needs to have a laptop with a QuickBooks account owned by the Library. **MOTION: Judy Igielski made a motion to allocate up to \$2,000 to purchase a laptop and QuickBooks account for the use of the Board of Trustees' Treasurer, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with a 10-0 vote.** Diane stated that she will ask Lisa to check with Scott with regard to the best place to purchase the laptop.

XIII. PUBLIC PARTICIPATION

David Nagel clarified that the mill rate is about the same, however this is a revaluation year so taxes will be higher due to the revaluation. He also stated that the feasibility study on the Town Hall Renovation was emailed to the Town Councilors today.

XIV. ADJOURNMENT

MOTION: Maureen O'Connor Lyons made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:37 PM with a 10-0 vote.

The next Board of Trustees meeting is scheduled for Monday, May 9, 2016 at 7:00 PM.